



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-CP

11 OCT 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #19-01, Implementing Guidance, Smoke-Free Work Place

1. REFERENCES:

- a. Executive Order 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, 9 August 1997.
- b. DoD Directive 1010.10, "Health Promotion," 11 March 1986.
- c. DoD Instruction 101015, "Smoke-Free Workplace," 7 March 1994.
- d. C1, AR 600-63, Army Health Promotion, effective 28 May 1996.
- e. Memorandum dated 29 Aug 1994, Subject: DoD Instruction 1010.15 – Smoke-Free Workplace.

2. All civilian and military personnel are to be protected from the health hazards caused by exposure to tobacco smoke. The following guidelines are applicable to all activities at Fort Leonard Wood.

- a. Smoking inside buildings, excluding assigned living quarters, Fire Stations One and Two and certain recreational facilities as defined in references 1a and 1b is prohibited.
- b. Smoking outside buildings is permitted except where expressly prohibited.
- c. In order to preclude any problems concerning designated smoking areas, the commander or supervisor who is responsible for a building will determine the location of main entrances and designated smoking areas.
- d. When establishing smoking areas, each designated area should:
 - (1) Be reasonably accessible to employees.
 - (2) Provide a measure of protection from the elements.
 - (3) Be designated away from the air intake ducts of buildings.

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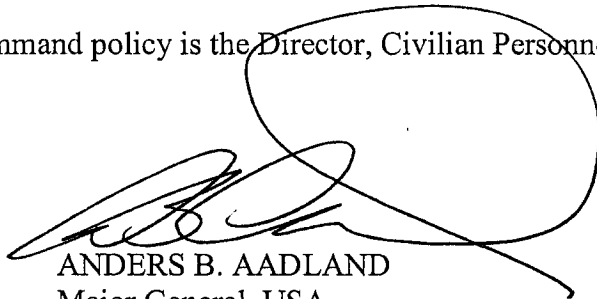


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- (4) Be located at least 50 feet from entrances where appropriate.
- e. In cases where buildings provide little or no protection from the elements, alternative protection may be sought.
- 3. Smoking cessation classes are available for military and civilian personnel.
- 4. These guidelines have been prepared in cooperation with the Labor Management Partnership Council.
- 5. These guidelines are to be implemented within two weeks of the date of this memorandum.
- 6. SUPERSESSION. This policy supersedes the previous command policy, subject as above, dated 8 May 1998.
- 7. PROPONENCY. The proponent for this command policy is the Director, Civilian Personnel Advisory Center (CPAC), at 596-0280.



ANDERS B. AADLAND
Major General, USA
Commanding

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